

Figure 9.1. Acquisition form

Acquisition Form Suggested Materials for Purchase	
Requestor:	
Name:	
E-mail:	Phone:
Status (please check one):	
<input type="checkbox"/> Teacher	
<input type="checkbox"/> Administrator	
<input type="checkbox"/> Student	
Source of Citation (where you found information about the material):	
<hr/>	
Book (complete as much information as possible):	
Author or Editor:	
Title:	
Publisher:	Year of Publication:
ISBN#:	Price:
Magazine or Journal (complete as much information as possible):	
Title:	
Publisher:	
ISSN#:	Price:
Audio-Visual Material (complete as much information as possible):	
Type of Material (audiocassette, video, CD, DVD, etc.):	
Producer:	Distributor:
Price:	

- Pre-selection plans (approval plans in which the media specialist examines new titles at the usual discount rate, with full return privileges) are frequently available.
- Some jobbers offer online ordering services.